**APF Processing/DocuSign**
The Payroll Processing Center enters the batches for all A&S APF requests; this includes additional pay and awards for Faculty, Staff, and Student Employees.

**Department Level**
Once a power form is started by the requesting department, the process is as follows:

When the department contact follows the link the following “landing page” will load. The landing page requires entering the name and e-mail address of the initiator (IE: Department Contact) department approver (IE: Chair/Director) and the employee who will be receiving the additional pay/bonus/award.
When the above information is entered and the initiator clicks the Begin Signing button he/she will receive a code, via e-mail, to activate the APF form, follow the simple directions and the APF form will open. It is the responsibility of the department to provide current information on the APF power form: IE: employee identification #, position number, record #, and so on. The APF cannot be processed if the information is incorrect.

The information from the landing page will populate to the form automatically during the signing process (the signing order is established from the information provided on the landing page), and will populate as each signer receives the form. For example, if the employee is Bobby Smith, the employee name will not populate on the APF form until Bobby Smith receives it for signature.

The Reason/Justification section MUST include a completion date and the date must be PRIOR to any signature date on the APF form; the employee signature is a validation that the work has been
completed; therefore, Bobby Smith should not sign an APF on 03/10/2015 if the work is to be completed on 03/25/2015.

When all of the required fields on the APF have been completed and the initiator has placed their electronic signature on the form, the form will automatically route to the supervisor for approval.

The initiator will receive an e-mail confirmation with an electronic image of the form when the batch number has been entered and the payroll processing approver has authorized the form for final approval.

NOTE: the Payroll Processing Approver will route the APF for any additional signatures that are required such as; Home Department or Special Project Accounting (or both) and then route the form for final approval and batch approval. This process can take as long as 5 days; therefore, Payroll Processing must receive the form no later than five (5) days prior to the deadline established by Employee Services in order to meet the payroll deadline. A link to the Employee Services Payroll Production Calendars is provided here: http://artsandsciences.colorado.edu/facultystaff/ppc-links/